# Resources to help with your To-Do List

## NAVIANCE by HOBSONS

## Resume Builder

### Overview

Naviance Student offers Resume Builder to provide a framework for your resume development. Resume Builder can be used to decide and work on different resume sections, and then the build tool can be used to export the resume as a PDF or Word file. The Word file is a fully-editable version of the resume.

### Accessing Resume Builder

1. From the *Naviance Student* **Home** page, navigate to **About Me** > **My Stuff** > **Resume**.

   OR

2. From the *Naviance Student* **Home** page, navigate to **About Me** > **Home** and then click **Resume** from the student banner.



### Resume Sections

#### What's Included?

Resume Sections is where you begin building the various sections of the resume. The **Add Section** button (+ sign) is used to add desired sections.

Although there are many resume sections available, the most common are:

- Objective
- Summary
- Work Experience
- Education
- Extracurricular Activities
- Awards
- References

#### Adding Sections

The steps to create a section are:

1. From **Resume** > **Add/Update Sections**, click **Add Section** (+ sign).
2. Click the **section** to include on the resume.



3. The section heading will provide a **tip** to assist you with understanding the purpose of that section. If the tip is long, use **More tips** to expand the tip.

4. Each section provides related fields of data to complete. Enter in the information as needed.

5. Use **ADD** to complete and add the section to the resume.

6. Once an item is added, a new option displays to **Add new information** for that same section.

> **EXAMPLE:** if you have had multiple jobs, you would use **Add New Work Experience** after entering your first job in the Work Experience Section to input your second job.

7. Use the **Edit** and **Remove** options in each section as needed.

# Build the Resume

All the hard work has been completed – the sections are done!  Now, it's time to build your resume.

## Getting Started

1. From the **Resume** page, click the **Print/Export Resume** tab.
2. Click the **Add** button (+).

   *The Add/Edit Saved Resume Step 1 displays – Set up Resume.*



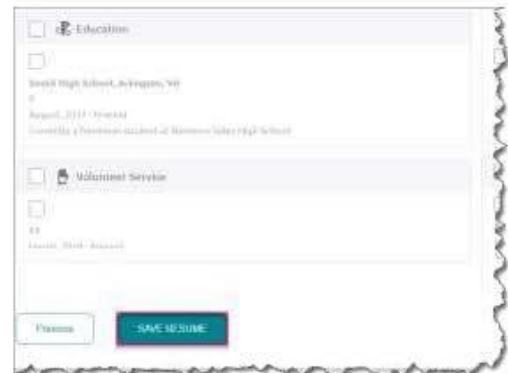3. Enter a name for the resume in the **Name your resume** field.

*NOTE: The selected name will not display anywhere on your resume.  It is for reference purposes only.*

4. Select a template from **Choose a print friendly template**.
5. Click **Continue**.

   *Step 2, Choose Sections, displays.*

6. From this step, use the **checkboxes** to turn on or off sections for this resume.



*NOTE: Each section has a checkmark for deciding whether it should be included.  You may also notice there are checkboxes next to each individual entry under a section, providing full control over what information you share.*

7. Click **Save Resume**.



*The resume saves, and My Saved Resumes will display.*

8. Use **Download PDF** or **Download DOCX** options below the saved resume of choice to download that resume format.

*REMINDER:  The DOCX format is a Word file that can be edited.*

9. Use **Edit** to make changes to the name or template assigned to your saved resume.  Use **Remove** to delete the saved resume.
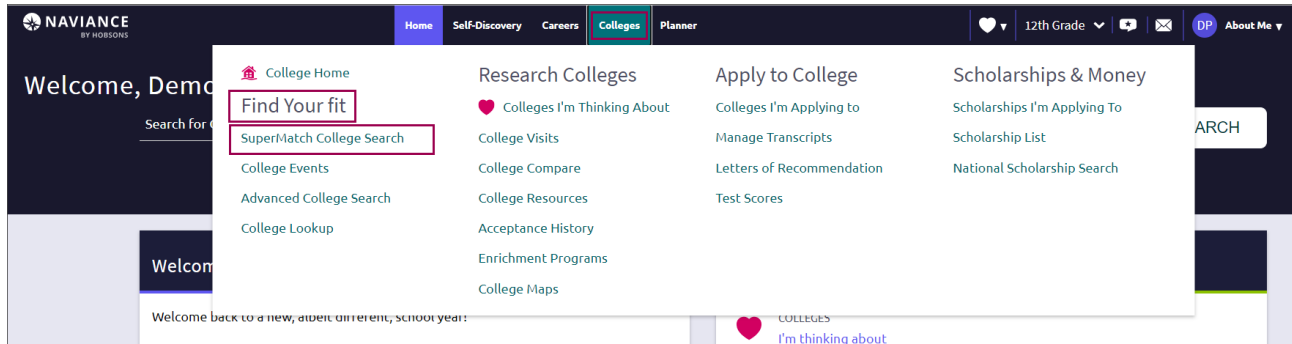
# Using SuperMatch College Search

## Overview

The SuperMatch college search tool within Naviance makes it even easier for students to explore their options and discover colleges that are a match with their academic profile and a fit with what they're looking for in a college experience.
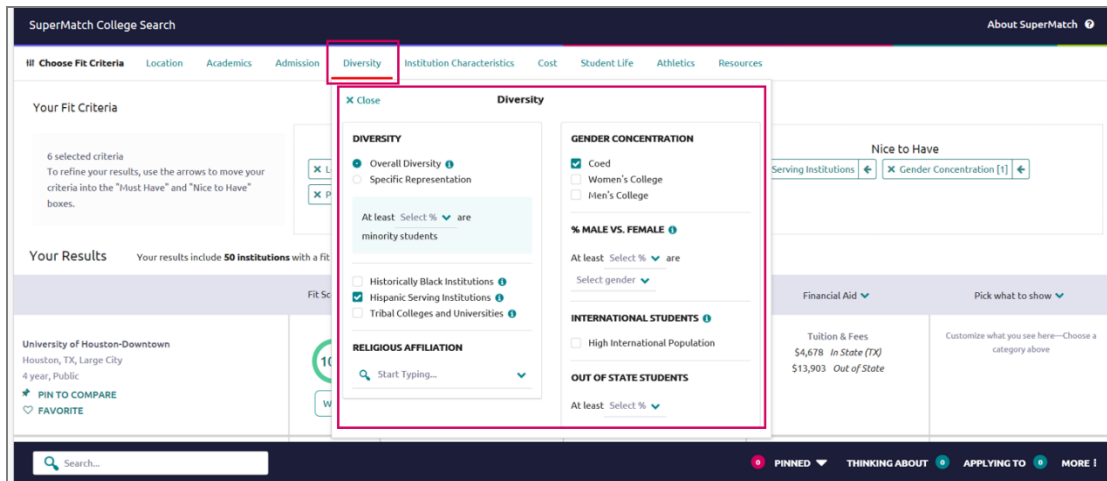
## Using SuperMatch

SuperMatch can be found by navigating to **Colleges > Find Your Fit.**
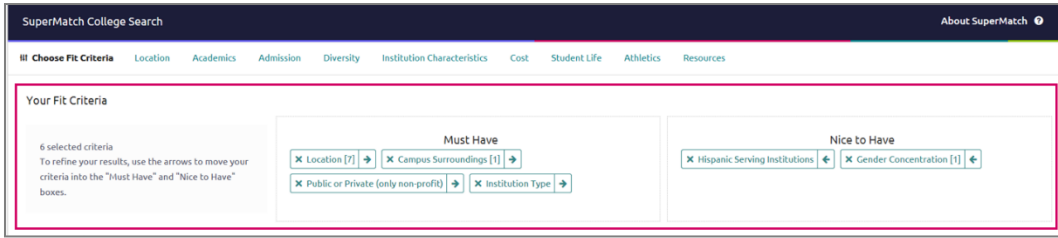


### Selecting Fit Criteria

1. Use the **Choose Fit Criteria** navigation menu at the top to select criteria based on what you are looking for in your college experience. You do not need to select something under every category; only select the criteria which are most important to you.

2. As fit criteria are selected, they populate in the **Must Have box.** You can also move criteria between the **Must Have** and **Nice to Have** boxes depending on level of importance to you. Moving your criteria between these two categories of importance will refine the college search results below.
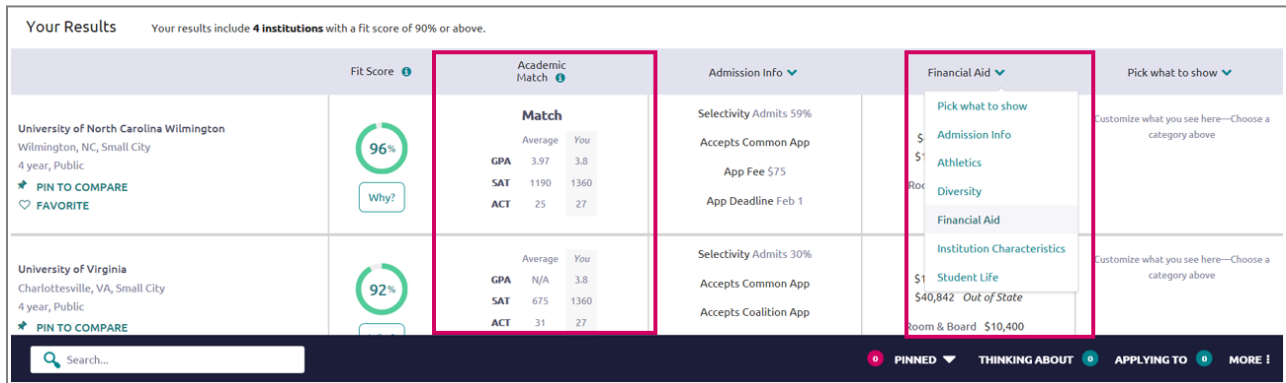


## Search Results

Institutions with the highest **Fit Score** will always appear at the top of your list. To see your **Fit Score Breakdown** based on the criteria you selected, click on the green **Why?** box located under the **Fit Score** percentage.

GPA, SAT, and/or ACT scores will be pre-populated as part of the Admissions fit criteria, if available within Naviance. If not available, you can enter your information to see how you compare to institutional averages in the **Academic Match** column. Note: GPA's are converted to a 4.0 scale.

By clicking on the green arrow next to the results table headings, you can also pick which content appears in the results table.
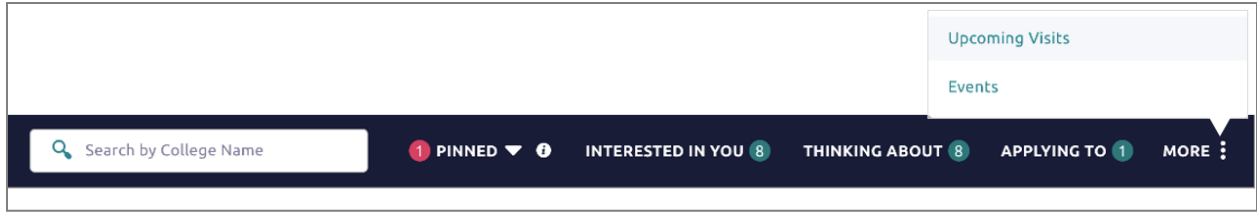


## Comparing Pinned Schools

While viewing your results, you can **Pin to Compare** to see a comparison of those colleges which interest you. As you select each college to compare, the pinned colleges will appear at the top of the results table with a purple bar next to it.

To see an in-depth side-by-side comparison, click on the **Pinned** menu in the bottom right corner and select **Compare Pinned Colleges**. Once on the compare pinned page, you can export your results by clicking on the green **Export** button located near the top right corner.

## More

By clicking on the **More** menu in the bottom right corner, you will see two options. **Upcoming Visits** will take you to a page showing all college visits scheduled at your high school, while **Events** will take you to a page listing events that colleges have scheduled on their campus.

## Colleges Interested in You

To learn more about colleges that are looking for students like you, click **Interested in You** on the bottom navigation menu.